



CITY OF TUCSON DEVELOPMENT SERVICES DEPARTMENT

Certificate of Occupancy - Name Change Only -

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| Description: | “Name change only” is when the new proposed use is consistent with the last approved use and no physical changes to the floor plan have occurred since last floor plan approval. |
| Application: | Certificate of Occupancy Application |
| Req. Approvals: | Structural, Zoning, and Signs |
| Review Time: | Same Day over the Counter Review |
| Permit Fees: | \$60.00 Plan Review Fee and Building and Fire Inspection fees of \$75.00 each. Please be aware there may be extra fees depending on your situation. |

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the City of Tucson - Section 110.1, 2006 IBC

Every business in the City of Tucson is required to have a current certificate of occupancy. The following documents are required for a certificate of occupancy permit.

- (1) One copy of the last issued Certificate of Occupancy.
- (2) Two copies of the last approved Site Plan.
- (2) Two copies of the last approved Floor Plan.

These documents may be available in our records department. If these documents are not available, or if documents are unacceptable, the applicant will need to apply for a building permit and have plans prepared by a licensed Arizona architect or engineer despite the fact that no construction will take place. Please speak with a structural reviewer for more information about this requirement.

Once documents have been accepted and you have paid for your permit, you still need to schedule the required inspections that are listed on your permit card. When all inspections have been approved, you may return to Development Services to pick up your certificate of occupancy. It's recommended that you bring all inspection paperwork with you for faster service.